

LSC's Website User Guide

Version: 5.1 May 2012



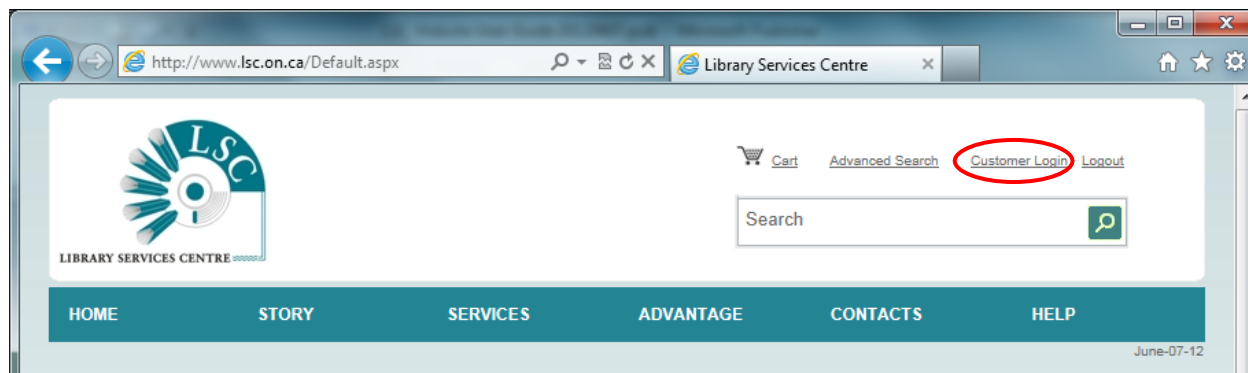
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1.0 Log In

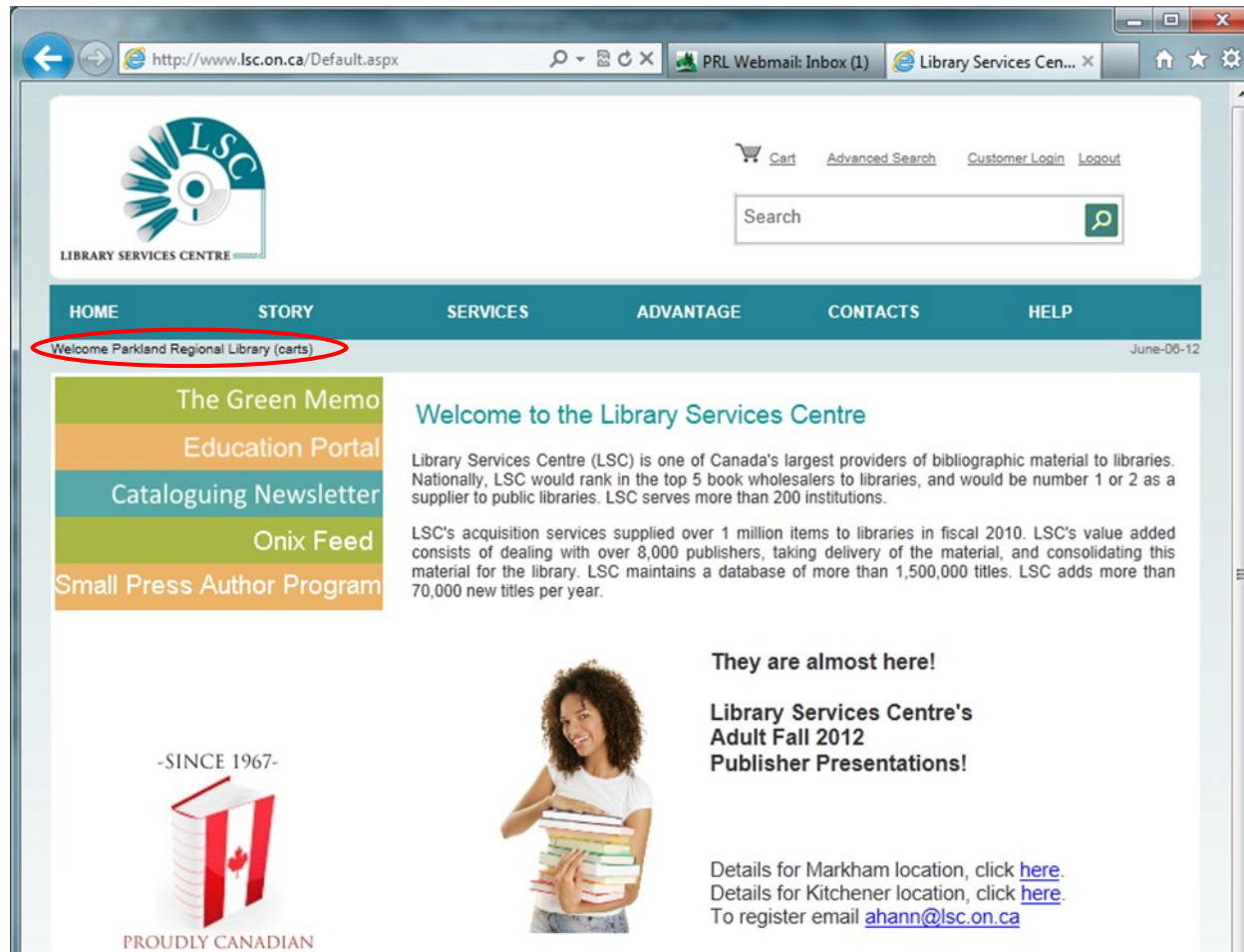
Although you do not need to log in to the website to search, you must log in to order. Therefore LSC recommends you log in to the website from the onset to avoid confusion.

1. Click on **CUSTOMER LOG IN**, on the top right corner of the screen:



2. Enter your User Name
3. Enter your password
4. Click **OK** (do not push 'ENTER,' must click on 'OK.')

You will know when you have successfully logged in when you see your library name appear just below the **HOME** button towards the top left side of the screen.



2.0 Searching

LSC's database does not search by keyword.

LSC's website offers three methods of searching:

- Basic
- Refined
- Advanced

2.1 Basic Search

For optimum search results, complete a basic search first and then refine your search, as outlined below.

- You will find a search box on the upper right corner of every page
- You can search by:
 - Title Beginning with
 - ISBN
 - PCN
 - Selection List Number (Slist)

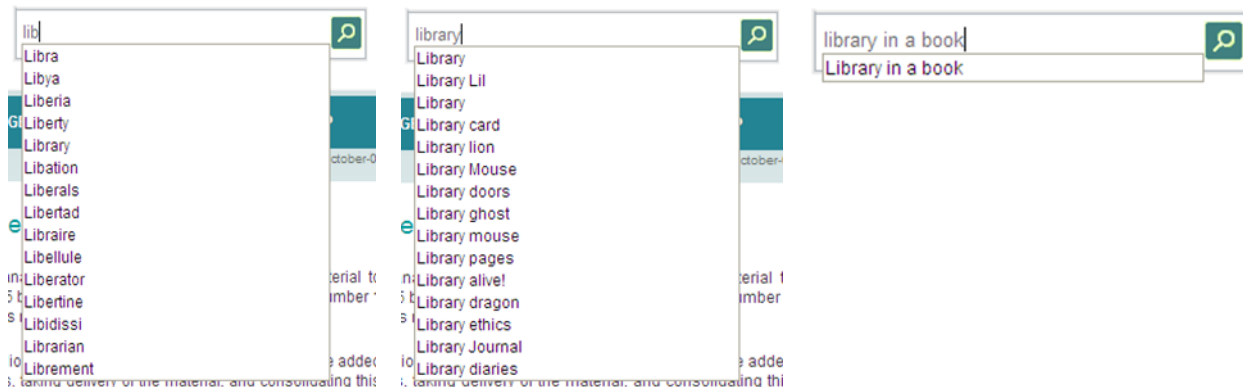


This is a “smart search feature” that offers the user a list of suggested items after the 3rd character is entered and therefore;

- The more characters entered the narrower your search results will be
- Searching by ISBN will give you a direct hit on your search results if the item is in LSC's database with that ISBN number

1. Enter your search criteria in the search box
2. Select from the suggested list
3. Click on the search icon

In this example, notice that after the 3rd letter was entered, the smart search feature populated a suggested list containing the first three characters entered. As more characters are entered, the narrower the suggested list becomes.



2.2.1 SEARCH TYPES

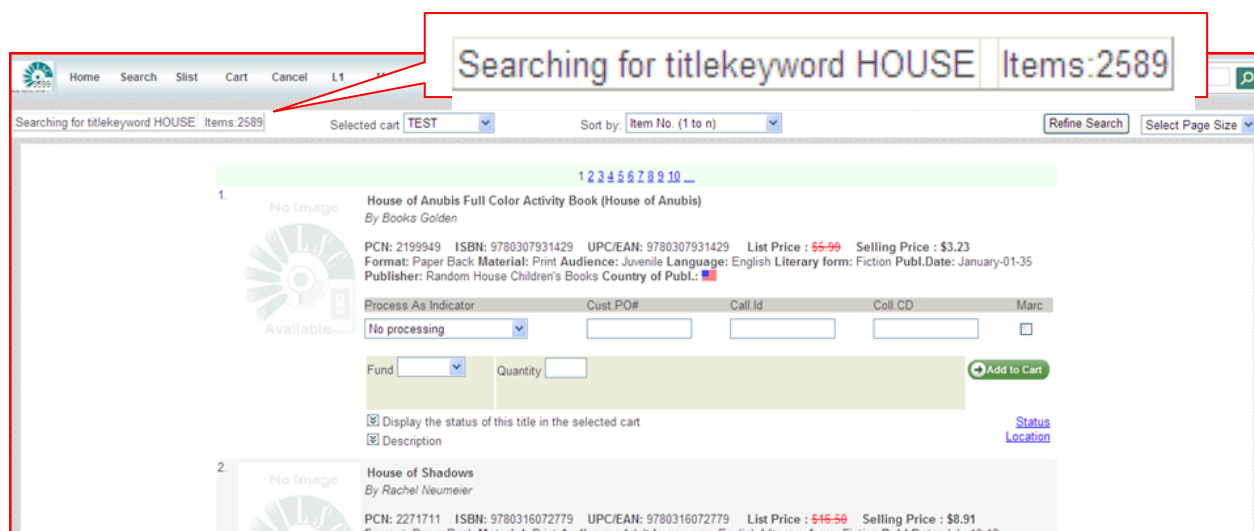
1. **Title Beginning with**: Enter a full title, or the beginning of a title (e.g. Library in a Book, or Library in a, or just Library). When searching by title, the words entered must be in the same sequence as they appear in the title (ex. Book in a Library will not return the same results as Library in a Book).
2. **ISBN**: Search by a 10 or 13 digit ISBN number (do not include hyphens).
3. **PCN**: A PCN is LSC's internal and unique record number. A PCN is assigned sequentially and is not re-used, except in very limited circumstances, so when available, searching by a PCN number will provide you with a direct hit unless the item is no longer available.
4. **Selection List (Slist)**: Search by a Selection List number.

2.2 Refined Search

Once you have completed your initial search, you now have the option to narrow down your search results. This is an excellent tool when a basic search populates an unmanageable number of results and is commonly used when searching for titles of a generic nature.

In this example, we will search for the television series House.

A basic search for the title House retrieves a large number of results. At the time of this documentation, 2589 titles were found in total, and as previously discussed; all titles starting with the word "house" are displayed.



To refine your search:

Refine Search

1. Click on **<Refine Search>** located at the top right side of the window.
 2. A window will populate providing you with several categories to refine your search by:
 - Format
 - Material
 - Audience
 - Language
 - Literary Form
 - Date of Publication Before
 - Country
 - Date of Publication After
- You can select as many categories as you wish.
 - Within each category are subcategories designed to help you refine your search.
 - You can select from as many subcategories as you wish by **Holding the Ctrl** key and clicking as many selections as needed in each box.
 - Press the **<<TAB>>** key to accept input values for publication dates

In this example, since we are searching for House, Season 1, the Television Series, we have selected **Digital Versatile Disc (DVD)**, **Video**, and **Adult**.

Refine search results by

Format Comb Binding Computer Software Console Video Games Deluxe Edition Digital Versatile Disk Econo-Clad Electronic books	AND	Material Other Phono disc Playstation (all platform Print Unknown Video XBox (all platforms)	AND	Audience Adult Young Adult Juvenile Easy Read Picture	AND
Language Amharic Arabic Bengali Bilingual (French/Engl Bosnian Braille Chinese Croatian Czech Dutch	AND	Literary form Fiction Non Fiction	AND	Date of publication after (MM/DD/YYYY) <input type="text"/>	AND
		Country Australia Belgium Canada Central America China	AND	Date of publication before <input type="text"/>	

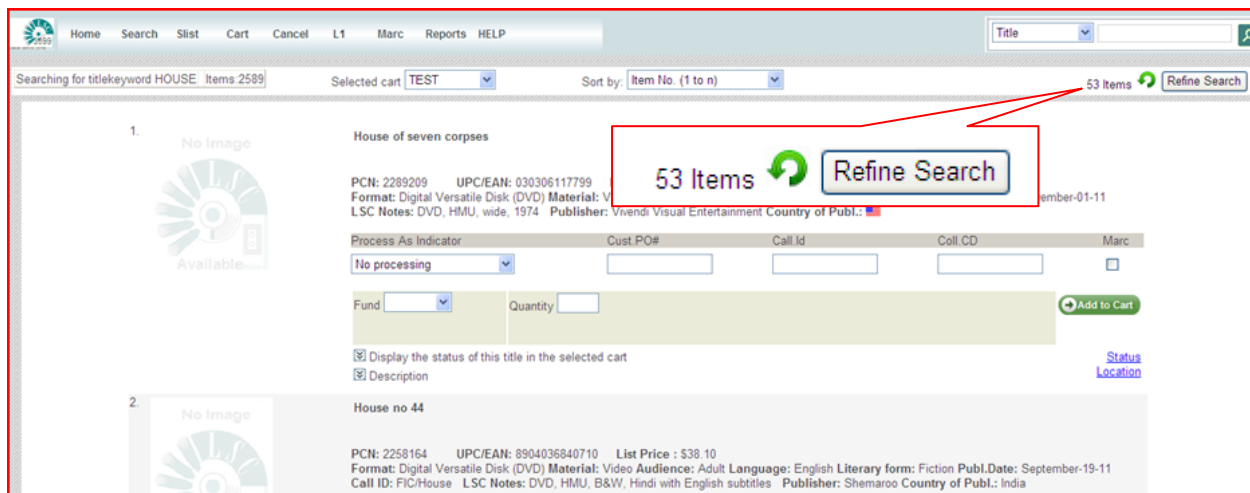
(Format='Digital Versatile Disk (DVD)') AND (Material='Video') AND
 (Audience='Adult')

(Press - Hold Ctrl Key and Click for multiple selections in each box)
 (Press Tab key to accept input values for publication dates)

GO

3. Click <GO>

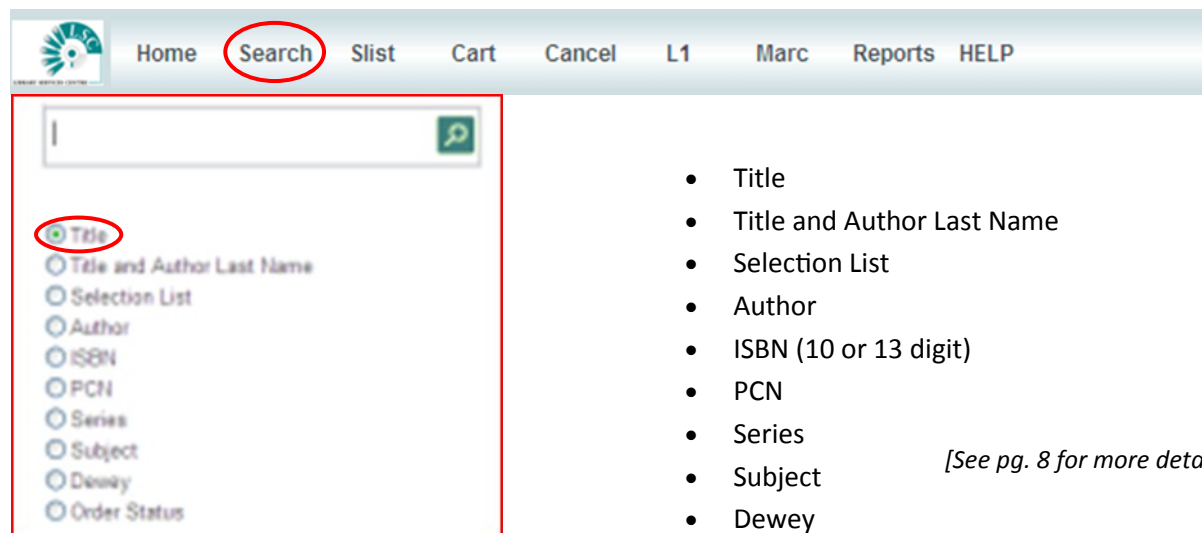
The search results were narrowed based on the search criteria selected, from 2589 titles to a more manageable list of 53 titles.



2.3 Advanced Search

Once you are in the database, you can perform an “advanced search”.

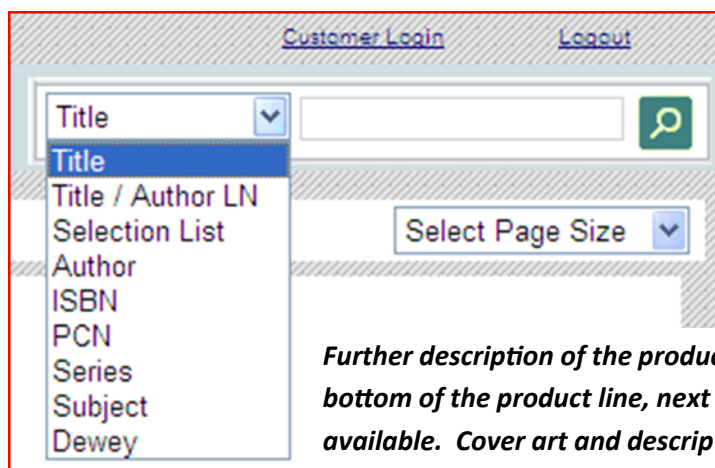
Advanced search options allow you to restrict your search to certain key fields and/or specific parts of a record. You can refine your search by a few selected categories:



1. Click on <SEARCH> found on the ribbon at the top of the page.
2. Select the filter matching your search criteria and click on the search icon.

- **Search by Title:** Enter a full title, or the beginning of a title (e.g. Library in a Book, or Library in a, Library). When searching by title, the words entered must be in the same sequence as they appear in the title (e.g. Book in a Library will not return the same results as Library in a Book).
- **Search by Title and Author Last Name:** Enter full title, or the beginning of a title, and the ***author's last name at the end of the search string.*** (ex. entertaining Stewart).
Note: The author's last name must be entered at the end of the search string.
- **Search by Selection list number:** Enter a selection list number
- **Search by Author:** Enter an author's full name for an exact match, or search by an author's last name (ex. Daniel Kahneman, or Kahneman).
- **Search by ISBN:** Enter the 10 or 13 digit ISBN
- **Search by PCN:** Enter a PCN.
Note: A PCN is LSC's internal record number. A PCN is assigned sequentially and is not re-used, except in very limited circumstances. PCNs start at 100000.
- **Search by Series:** Enter words from the name of the series (e.g. hunger, or hunger games).
Note: You can only search by series after the item has been catalogued.
- **Search by Subject:** Enter any words pertaining to the subject matter.
Note: The search engine does not return hits for synonyms that are not actually entered in your query. A query on heart disease would not return a hit that used the word "cardiac" instead of "heart."
Note: When entering more than one word, enter a space or double dash (--) to separate the words used.
- **Search by Dewey number:** Enter a Dewey number.
NOTE: You can only search by dewey after the item has been catalogued.
- **Search by Order Status:** Enter the PCN to see the status of any item ordered by other libraries
Note: This can be useful to determine the popularity of a title.

2.2.1 INSIDE THE DATABASE



Once inside the database, the search box is still located at the top right corner of the window and now offers the advanced search filters and options (see left). Therefore, searching inside the database, on any page other than the **Home Page**, is accomplished as explained above.

Further description of the product is displayed by clicking on the arrow at the bottom of the product line, next to "Description, when further description is available. Cover art and descriptions are updated daily and they are updated as soon as they are available from the publishers or Syndetics.

Click <Hide> to minimize the product description/summary.

3.0 Ordering

NOTE: make lists by budget—ex. add “allotment” titles to cart first, export the file; add “bill direct” titles to the cart, export the file; add “bill direct + designation” titles to the cart, export the file.

- Once you have verified that the product displayed is the desired item, click on the **<SELECTED CART>** drop-down and select a cart (sort order by National Library Code).

Searching for titlekeyword BITTERBLUE | Items: 1 | Selected cart | DEFAULT | Sort by: Item No. (1 to n) | Refine Search | Select Page Size

1. **Bitterblue**
By Kristin Cashore
PCN: 2299134 ISBN: 9780803734739
Format: Hard Cover Mat
Call ID: FIC/Casho Pub
Process As Indicator
Youth Fiction
Fund: [MISC] | Quantity: []
[Add to Cart]

AAAM-Alix MAC School
AAL-Alliance Public
AALI-Alix Public
AAMI-Amisk Public
ABAM-David Knipe Mem
ABASH-Bashaw Municip
ABBC-Bentley Colony
ABBH-Bentley High Sc
ABEL-Bentley Element
ABEN-Bentley Municipa
ABIR-Iron Ridge Juni
ABLA-Blackfalds Muni
ABLS-Iron Ridge Elem
ABLU-Bluffton School
ABO-Botha School
ABOD-Bodo Public
ABOW-Bowden Public
ABROW-Brownfield Com
ABV-Big Valley Muni
ABVS-Big Valley Scho
ACA-Camrose Public
ACADO-Cadogan Public
ACARO-Caroline Muni
ACARS-Carstairs Muni
ACAST-Castor Public
ACLI-Clive Public
ACLI-Clive School
ACOR-Coronation Publ
ACPV-Pleasant Valley
ACRE-Cremona Municip

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- Click on the **<FUND>** drop-down and select “MISC.”

Fund: [MISC] | Quantity: []

- Type “1” into the **<MISC>** field. **[Never type more than one! If you need more than one copy you will have to enter it into the cart one at a time.]** Click **<ADD TO CART>**.

Fund: [MISC] | MISC 1 | [Add to Cart]




NOTE: when a green checkmark appears below <ADD TO CART>, the item has been added to cart. If you click on <ADD TO CART> again at this point a second copy will be added to the cart, if you click on it again, a third copy, etc.

Clicking on <DISPLAY THE STATUS OF THIS TITLE IN THE SELECTED CART>, found just above the DESCRIPTION option will provide an overview of this order. Here you can REMOVE an item from the cart/order. Click <HIDE> to minimize the status

☒ Display the status of this title in the selected cart

☒ Description

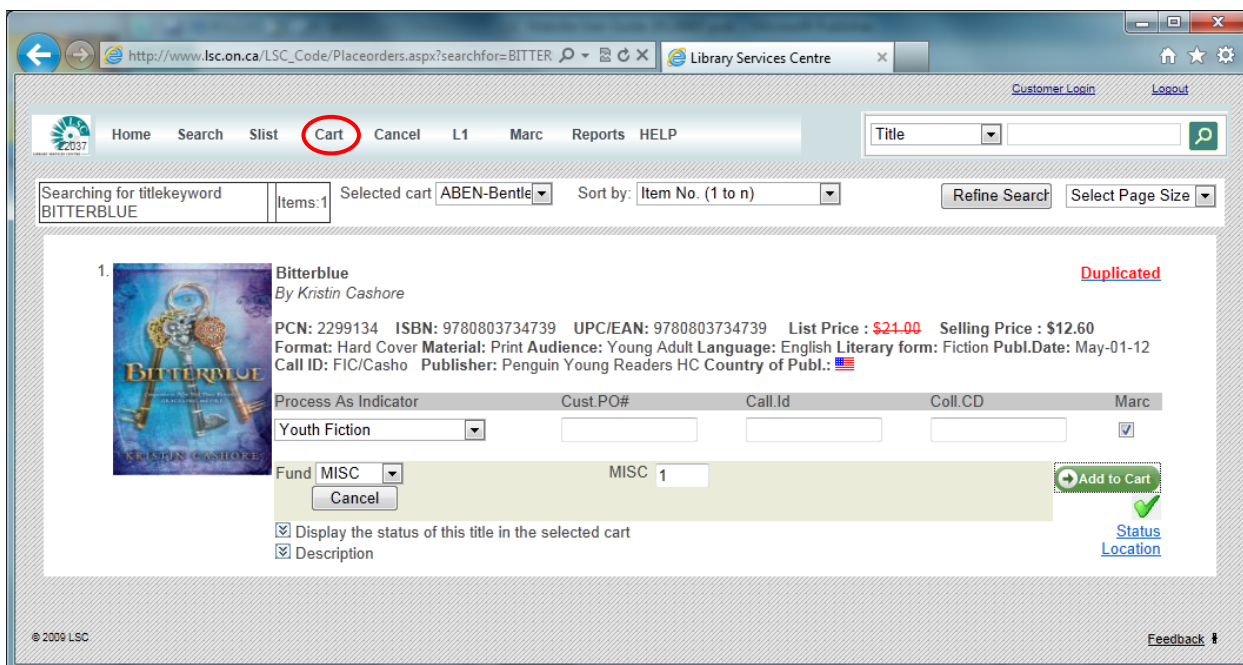
 Hide

Fund Code	Sec.Fund	Quantity	Added on	Action
Duplicated				
MISC	MISC	1	June-08-12	Remove
MISC	MISC	1	June-08-12	Remove

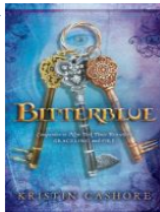
☒ Description


[CONTINUE SEARCHING AND ADDING TO CART — GO TO STEP 4 WHEN READY TO SUBMIT ORDER.]

4. To submit an order, click on the <CART> header.




Searching for titlekeyword BITTERBLUE Items:1 Selected cart ABEN-Bentley Sort by: Item No. (1 to n) Refine Search Select Page Size

1.  **Bitterblue**
By Kristin Cashore

PCN: 2299134 ISBN: 9780803734739 UPC/EAN: 9780803734739 List Price : ~~\$21.00~~ Selling Price : \$12.60
Format: Hard Cover Material: Print Audience: Young Adult Language: English Literary form: Fiction Publ.Date: May-01-12
Call ID: FIC/Casho Publisher: Penguin Young Readers HC Country of Publ.: 

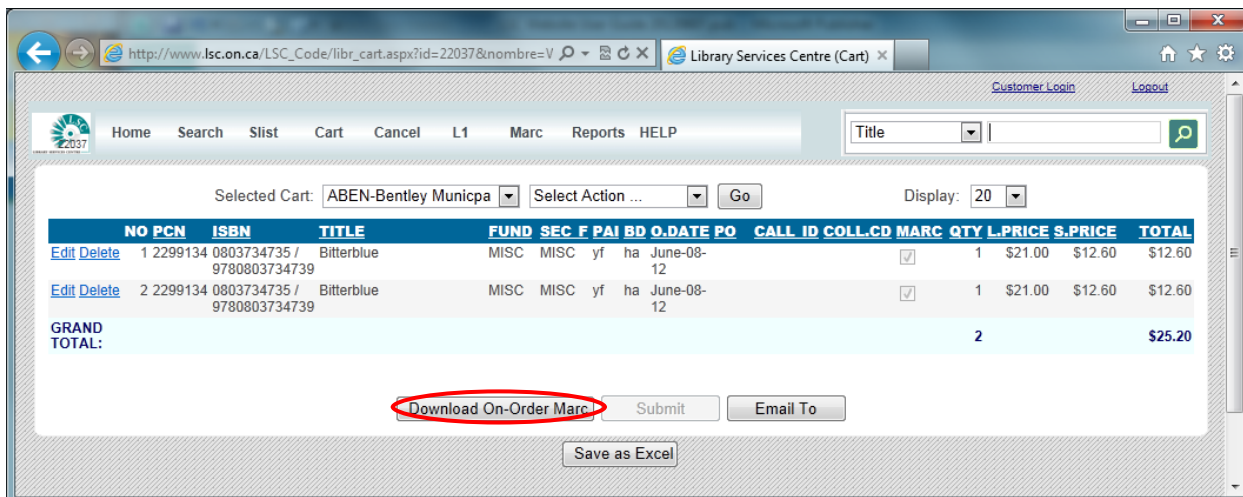
Process As Indicator Cust.PO# Call.Id Coll.CD Marc
Youth Fiction [] [] [] ☒

Fund MISC MISC 1 

☒ Display the status of this title in the selected cart
☒ Description [Status](#) [Location](#)

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5. If you are satisfied with what you see in the cart, click <DOWNLOAD ON-ORDER MARC>.



Selected Cart: ABEN-Bentley Municipa Select Action ... Go Display: 20

	NO	PCN	ISBN	TITLE	FUND	SEC	F	PAI	BD	O.DATE	PO	CALL	ID	COLL.CD	MARC	QTY	L.PRICE	S.PRICE	TOTAL
Edit Delete	1	2299134	0803734735 / 9780803734739	Bitterblue	MISC	MISC	yf	ha	June-08-12					<input checked="" type="checkbox"/>		1	\$21.00	\$12.60	\$12.60
Edit Delete	2	2299134	0803734735 / 9780803734739	Bitterblue	MISC	MISC	yf	ha	June-08-12					<input checked="" type="checkbox"/>		1	\$21.00	\$12.60	\$12.60
GRAND TOTAL:																2			\$25.20

[Download On-Order Marc](#) [Submit](#) [Email To](#)

[Save as Excel](#)

6. A second link to **<DOWNLOAD ON-ORDER MARC>** will appear below, click on it.

Selected Cart: ABEN-Bentley Municpa

NO	PCN	ISBN	TITLE	FUND	SEC	F	PAI	BD	O.DATE	PO	CALL ID	COLL.CD	MARC	QTY	L.PRICE	S.PRICE	TOTAL
1	2299134	0803734735 / 9780803734739	Bitterblue	MISC	MISC	yf	ha		June-08-12				<input checked="" type="checkbox"/>	1	\$21.00	\$12.60	\$12.60
2	2299134	0803734735 / 9780803734739	Bitterblue	MISC	MISC	yf	ha		June-08-12				<input checked="" type="checkbox"/>	1	\$21.00	\$12.60	\$12.60
GRAND TOTAL:														2			\$25.20

Processing time 00:00:00.8268265
Records processed: 2
Total Short Marc : 1

[Click here to download the on-order marc file for ABEN-Bentley Municpa cart](#)

[Click here to download the Report](#)
(Excel format)

7. **<SAVE AS>**

Do you want to open or save 22037_06082012115959.mrc (400 bytes) from www.lsc.on.ca?

Open Save Cancel

Save
Save as
Save and open

8. Name the file: **library code_budget_original file name** and **<SAVE>**.

ALLOTMENT example:

File name: ABEN_allot_22037_06082012115959.mrc

Save as type: MARC Files (*.mrc)

BILL DIRECT example:

File name: ABEN_bill_direct_22037_06082012115959.mrc

Save as type: MARC Files (*.mrc)

BILL DIRECT + DESIGNATION example:

File name: ABEN_bill_direct_FRIENDS_22037_06082012115959.mrc

Save as type: MARC Files (*.mrc)

9. Using your library's email account, email the MARC file (.mrc) to orders@prl.ab.ca.

To:

Cc: [Show BCC](#)

Subject:

Priority:

[ABEN_bill_direct_FRIENDS_22037_06082012115959.mrc](#) (400 B)

10. Back in LSC's website <EMPTY SELECTED CART>, click 'GO.' You are ready to begin a new list.

Library Services Centre (Cart)

Home Search Slist Cart Cancel L1 Marc Reports HELP

Selected Cart: Select Action ... Go Display: 20

NO	PCN	ISBN	TITLE	FUN	PO	CALL ID	COLL.CD	MARC	QTY	L.PRICE	S.PRICE	TOTAL
Edit	Delete	1	2299134	0803734735 / 9780803734739	Bitterblue	MISC		<input checked="" type="checkbox"/>	1	\$21.00	\$12.60	\$12.60
Edit	Delete	2	2299134	0803734735 / 9780803734739	Bitterblue	MISC		<input checked="" type="checkbox"/>	1	\$21.00	\$12.60	\$12.60
GRAND TOTAL:									2			\$25.20

[Download On-Order Marc](#) [Submit](#) [Email To](#)

[Save as Excel](#)

Processing time 00:00:00.8268265
Records processed: 2
Total Short Marc: 1

[Click here to download the on-order marc file for ABEN-Bentley Municipa cart](#)

[Click here to download the Report](#)
(Excel format)

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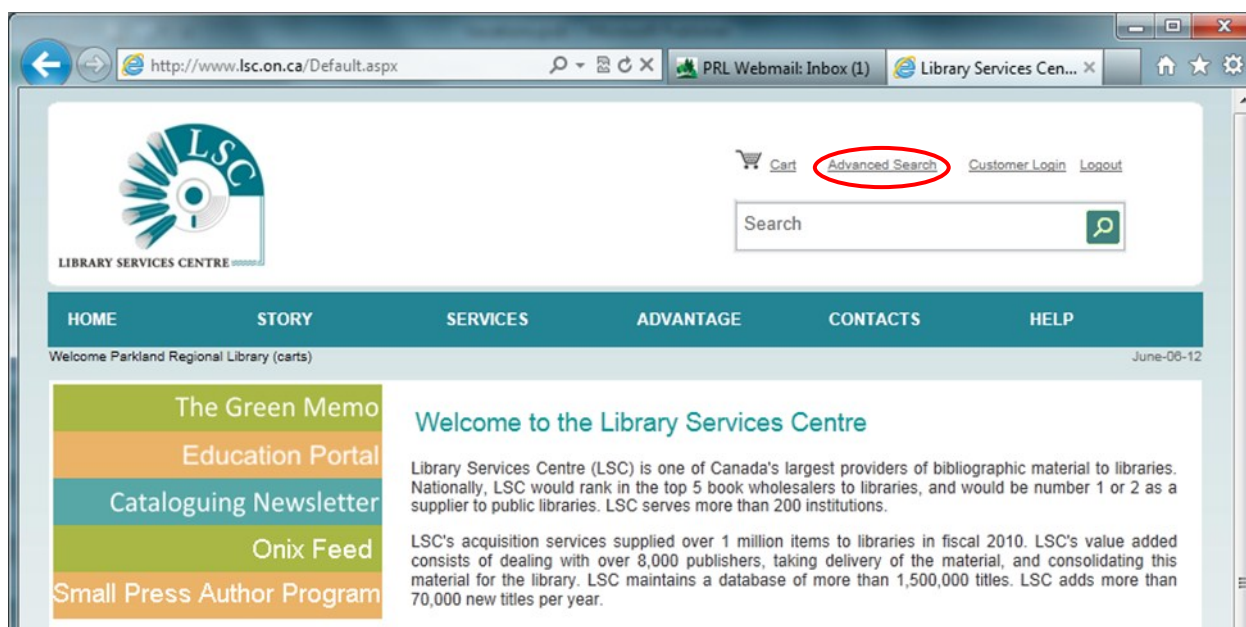
The ABEN_bill_direct_FRIENDS_22037_06082012115959.mrc download has completed. [Open](#) [Open folder](#) [View downloads](#) [Feedback](#)

4.0 SList

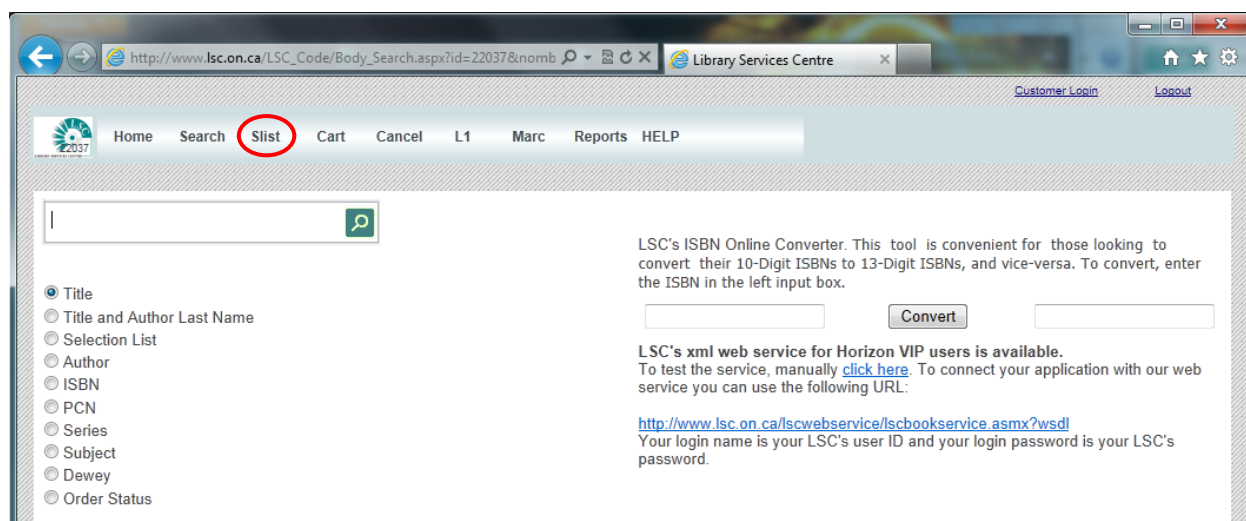
In addition to searching for product and ordering as discussed earlier, users can order directly from a selection list (slist).

To view the full selection of current Slists, you must be inside the database.

1. From the **HOME** page, click on **ADVANCED SEARCH**.



2. Click on <**SList**>

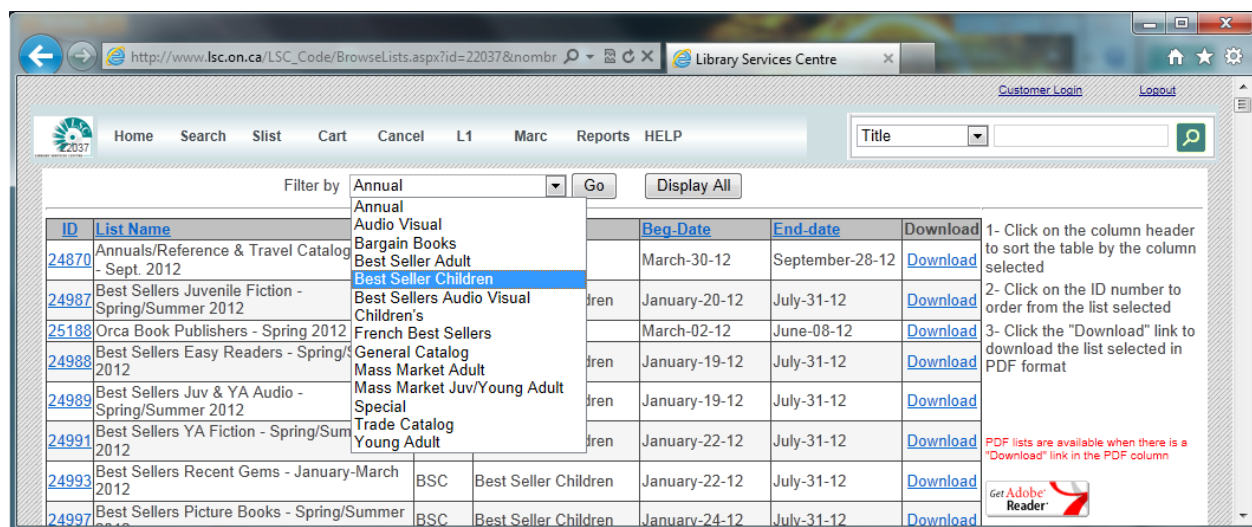


A complete list of current selection lists will populate

- Mass Market, DVDs, French and Graphic Novels are listed for 3 months
- Best Seller and Annuals are listed for 6 months

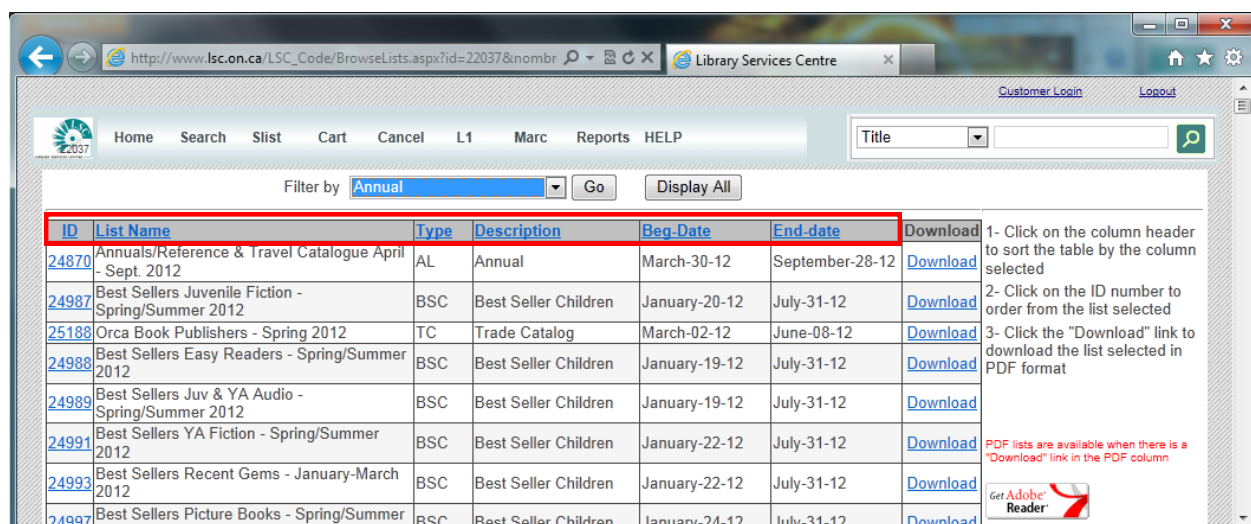
4. You can narrow your search by selecting a product type;

- a. Select a product type to **FILTER BY**
- b. Click **<GO>**



OR

4. You can sort the entries by column — click on the column's hyperlinked **<HEADER>**



5. Click on the slist **<ID>** number, in the far left column, to populate a list of titles.
6. From here the ordering process is the same.

Ordering Quick Reference

1. Once you have verified that the product displayed is the desired item, click on the **<SELECTED CART>** drop-down and select a cart (*sort order by National Library Code*).
2. Click on the **<FUND>** drop-down and select "MISC."
3. Type "1" into the **<MISC>** field. **[Never type more than one! If you need more than one copy you will have to enter it into the cart one at a time.]** Click **<ADD TO CART>**.

[CONTINUE SEARCHING AND ADDING TO CART — GO TO STEP 4 WHEN READY TO SUBMIT ORDER.]

4. To submit an order, click on the **<CART>** header.
5. If you are satisfied with what you see in the cart, click **<DOWNLOAD ON-ORDER MARC>**.
6. A second link to **<DOWNLOAD ON-ORDER MARC>** will appear below, click on it.
7. **<SAVE AS>**
8. Name the file: ***library code_budget_original file name*** and **<SAVE>**.

EXAMPLES:

- ABEN_allot_22037_06082012115959.mrc
 - ABEN_bill_direct_22037_06082012115959.mrc
 - ABEN_bill_direct_FRIENDS_22037_06082012115959.mrc
9. Using your library's email account, email the MARC file (.mrc) to orders@prl.ab.ca.
 10. Back in LSC's website select action **<EMPTY SELECTED CART>**, click 'GO.' You are ready to begin a new list.